

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE - AGENDA

April 16, 1985

3:00

UU220

Chair, Reg Gooden
Vice Chair, Barbara Weber
Secretary, Roxy Peck

- I. Minutes
- II Announcements
- III. Reports

President Baker
CSU Academic Senate (Hale, Kersten, Olsen)

IV. Committee Reports

Budget (Lamouria)	GE & B (Scriven)
Constitution & Bylaws (Rogalla)	Instruction (Ryan)
Curriculum (Sparling)	Long Range Planning (French)
Distinguished Teacher Award (Ruehr)	Personnel Policies (Andrews)
Election (Terry Smith)	Research (Gamble)
Faculty Library (John Maxwell)	Student Affairs (Forgeng)
Fairness Board (Mike Hanson)	

V. Business Items

- A. Resolution Endorsing Registration & Scheduling Committee's Proposed Add/Drop Policy 2nd Reading Please bring materials distributed with March 12 agenda. ATTACHMENT - Alternative Add/Drop Policy, March 1, 1985 (Forgeng;SAC)
- B. Resolution on Bylaws 1st Reading Please bring materials distributed with March 12 agenda. (Rogalla;C&B)
- C. Resolution on Distinguished Teaching Award 1st Reading Please bring materials distributed with March 12 agenda (Ruehr; DTA)
- D. Resolution on Sabbatical Leave Replacement 1st Reading (Lamouria; Budget) ATTACHMENT

ACADEMIC SENATE
OF
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REVISED RESOLUTION ON ADD/DROP POLICY

Background - At a meeting held on April 4, 1985, the Student Affairs Committee adopted the following change to the resolution to clarify confusion over having two add/drop policies from the Registration & Scheduling Committee to vote on:

- WHEREAS, The Registration & Scheduling Committee has proposed a change in the add/drop policy that leaves add/drop periods essentially unchanged from those of the present policy, which in many cases does not provide adequate time for a student to evaluate a course and his/her schedule; and
- WHEREAS, A substantial majority of those students voting in a referendum on add/drop favored longer add and drop periods than those contained in the proposed policy; and
- WHEREAS, This new policy still provides a longer maximum time to add a class than to drop, thus ensuring maximum class availability for those students wishing to add a class; and
- WHEREAS, This new policy allows the instructor the final decision about how late to add, and the procedure for adding a student; and
- WHEREAS, This new policy more clearly defines the student's responsibility for seeing that class drops are properly executed; and
- WHEREAS, Institution of the proposed new policy earlier than Fall Quarter, 1985, would not allow for full discussion of the proposed policy and for smooth transition from the present policy; therefore, be it
- RESOLVED: That the Academic Senate endorses the Add/Drop Policy proposed by the Registration & Scheduling Committee on March 1, 1985, with the exception that the drop and add deadlines be extended by seven calendar days and six calendar days respectively; and be it further
- RESOLVED: That this new policy be implemented beginning with the Fall, 1985, Quarter.

ALTERNATIVE ADD/DROP POLICY
March 1, 1985

The student is responsible for all courses which appear on the original study list. If the student fails to attend the first class meeting, the student may be dropped by faculty action, but it remains the student's responsibility to notify the class instructor and to submit official notification of all drop transactions by the deadline date shown in the Class Schedule.

A student may be permitted to add a class if approved by the class instructor. The instructor may direct the student to submit official notification to the Records Office by the deadline date shown in the Class Schedule or the instructor may elect to submit the add transaction directly.

All class transactions must be reported to the Records Office by the deadline shown in the Class Schedule.

Permission to add is the prerogative of the class instructor. The instructor's decision will be based on class size, prerequisites, work already covered in the class, and other factors. When the demand to add a class is greater than the available space, instructors are encouraged to establish priorities as follows: 1) disabled or handicapped who registered by CAR; 2) graduating seniors who registered by CAR; 3) processing errors verified by the Registrar; 4) all other students who registered by CAR; 5) late registrants; 6) concurrent enrollment through extension.

The first day of instruction of the quarter defines the first calendar day for purposes of identifying deadline dates. Deadline dates may be adjusted to allow for intervening weekend days and official holidays. The actual dates that the drop and add deadlines occur for the quarter will be listed in the Class Schedule.

The 7th calendar day is the deadline for students to obtain instructor approval to drop a class.

The 9th calendar day is the deadline for students to obtain instructor approval to add a class and to submit forms which report all add and drop transactions.

The deadline for students to late register and pay fees shall coincide with the deadline date to add a class.

The class instructor may drop a student from a class if the student is not present at the end of the first class meeting and has not been excused. The student may be dropped if published prerequisites for enrollment have not been met. Students who are dropped as a result of non-attendance, lack of prerequisites or for any other reason are responsible for reporting the drop to ensure that the class is removed from their records.

NOTE: Under normal circumstances when classes begin on Monday, the student will have until Monday afternoon of the second week of instruction to decide to drop a class. On the following Wednesday, the student must have obtained all signature approvals to add classes and be ready to submit forms which report these transactions.

If this policy is adopted, changes will be required in CAM 485.3 and the Academic Calendar.

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RESOLUTION ON SABBATICAL LEAVE REPLACEMENT

- WHEREAS, Sabbatical leaves are recognized and accepted as essential for continued faculty development; and
- WHEREAS, Sabbatical leaves are especially important to Cal Poly faculty who carry heavy teaching loads and whose opportunities for outside experiences are necessarily limited by the intensive teaching environment; and
- WHEREAS, The funding level for sabbatical leave replacement permits awards to only one half of the eligible applicants; and
- WHEREAS, The general standard for sabbatical leave replacement is one leave per twelve eligible faculty (8.3%); therefore, be it
- RESOLVED: That the Academic Senate of California Polytechnic State University support President Warren J. Baker in his efforts to gain approval of a Program Change Proposal to provide one sabbatical leave per six eligible faculty.

APPROVED UNANIMOUSLY

MAY 7, 1985